# Student Technology Standards

***STANDARD 1: FUNDAMENTAL OPERATIONS AND CONCEPTS***

Students understand the operations and function of technology systems and are proficient in the

use of technology. (Arizona)

Basic Operations

1. Identify the platform, version, properties, function, and interoperability of computing devices including a wide range of devices that compute and/or manage digital media.
2. Use online help and other support to learn about features of hardware and software, as well as to assess and resolve problems.
3. Install and uninstall software; compress and expand files (if the district allows it).
4. Explain effective backup and recovery strategies
5. Explain criteria for evaluating hardware and software appropriate for a given task (e.g., features, versions, capacity).
6. Demonstrate keyboarding techniques,6 including the use of keyboard shortcuts, to complete assignments efficiently and accurately. (For students with disabilities, demonstrate alternate input techniques as appropriate.)
7. Identify and assess the capabilities and limitations of emerging technologies.

Word Processing

1. Apply advanced formatting and page layout features when appropriate (e.g., columns, templates, and styles) to improve the appearance of documents and materials.
2. Use editing features appropriately (e.g., track changes, insert comments).

Spread Sheet

1. Define and use functions of a spreadsheet application (e.g., sort, filter, find).
2. Enter formulas and functions; use the auto-fill feature in a spreadsheet application.
3. Explain and use advanced formatting features of a spreadsheet application (e.g., reposition columns and rows, add and name worksheets).
4. Differentiate between formulas with absolute and relative cell references.
5. Use multiple sheets within a workbook, and create links among worksheets to solve problems.
6. Import and export data between spreadsheets and other applications.
7. Explain how various formatting options are used to convey information in charts or graphs.